

Quotation Request //

US Government Publishing Office

Agency Publishing Services
732 North Capitol Street, NW
Washington DC 20401-0001

JACKET:409-624

Quotations are Due By:
(Eastern Time)1:30 PM on 12/09/2020

**Submit Quotes Online, unless otherwise instructed, via: <https://contractorconnection.gpo.gov/openjobs.aspx>
Contractor must provide mandatory W-9 form before GPO makes payment.**

TITLE: Creation of ePub and MOBI files; Aircraft Carrier Requirements and Strategy 1977

QUANTITY: 1 set of files total (one set delivered on a DVD with Two (2) file formats. Each DVD/Digital Deliverable containing One (1) validated searchable eBook file in the EPUB 3.0 format suitable for eBook dissemination and One (1) file with a validated searchable MOBI file for Amazon Kindle devices.

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to APS DC on 202-512-0307.

Any modification that results in a price change must be authorized by DLA Document Services before the vendor proceeds. Failure to obtain this authorization may result in non-payment for those modifications.

TRIM SIZE: DVD: Std. 120mm

PAGES: 200 pages plus separate wrap around cover.

SCHEDULE:

Furnished Material will be available for pickup by 12/11/2020

Deliver complete (to arrive at destination) by 12/24/2020

F.O.B. destination

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

Contractor to convert approximately 200 page publication including covers to searchable MOBI file and e-Pub format.

File conversion: Contractor to also submit a per page price to include the cost of all required operations necessary for the complete file conversion to a MOBI file format and ePub file format in accordance with these specifications.

Metadata: Contractor to define the following metadata points within each file format:

1. Title (match cover)
2. Author
3. Description
4. Subject
5. Language
6. Rights

Thumbnail: Contractor to create a thumbnail of cover image and provide JPEG file of it for agency to post online with each eBook file. Must be provided with each publication.

NOTE: Publication contains illustrations, photos in heavy ink coverage, text, charts and tables that must be searchable, please see attached PDF for a sample of the publication.

User Group: Files will be used by the ordering agency.

At a minimum, the furnished document must consist of the following elements:

Form Field Pages
Text Matter Pages
Table of Contents and Index/Appendix Pages
Hyperlinks (to include TOC, tables, charts, and graphs)
Alternative Text (Alt Text) Tags for images
Simple Tables, Charts, and Graphs
(single level column/row headers)
Complex Tables, Charts, and Graphs
(multiple level column/row headers)

PRINTING: The DVD disks will have a solid white opaque background with the titled printed on the face of the disk in black. All printing on the disk must comply with the requirements set forth in the ISO, IEC 908 and any amendments, and ISO 10149. Inks must not damage the lacquer layer.

The contractor will insert the disk into a standard or slim-line clear plastic jewel case, face up. Outside packaging must be secure to avoid damage to the hard plastic jewel case.

The contractor must own and be proficient in the most current version of ePub Check, ePub Preflight and Adobe Content Server software.

MATERIAL FURNISHED: Contractor to pickup at GPO. .
One CD-ROM with native Adobe InDesign files of Text pages and Covers to use for production and one CD-ROM with pdf files of Text pages and Covers to be used as general guide.

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

CONTRACTOR TO FURNISH

All materials and operations, other than those listed under "Government to furnish," necessary to produce the products in accordance with these specifications. The contractor must own and be proficient in the most current version of EPUB, epubcheck, ePubPreflight and Adobe Content Server software.

NOTE: Contractor MUST provide a prepaid shipping label to receive government furnished material.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
N/A

COLOR OF INK:

Black and opaque white (DVD only)

MARGINS:

N/A

PROOFS:

CHECK DISC: CONTRACTOR MUST NOT PRODUCE DISCS PRIOR TO RECEIVING AN "OK".

Contractor must produce one DVD Check Disc in the format specified to be evaluated for accuracy, searchability, and text flow for Government inspection prior to duplication/replication of the ordered quantity which shall have the same structure and content as the final DVD.

**Contractor must not proceed prior to receipt of an "ok to proceed.

Although the Check Disc will not be required to be printed, it must have written identification thereon and must be placed in a jewel case.

Send Check Disc together with the furnished media (copy, transparencies, electronic files) directly to: Navy History and Heritage Command, Bldg. 36, suite 316, 720 Kennon Street, SE, Washington Navy Yard, Washington, DC 20374 Primary Contact: Please contact Carsten Fries, 202-433-3902 48 hours prior to delivery. Contractor must fill in the furnished preaddressed label (GPO Form 892) and use on all proof packages. Check Disc will be withheld not more than 3 workdays from receipt in GPO until they are made available for pickup by the contractor. **CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT"**. Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon sending/delivering check disc and immediately upon receiving notification that the check disc is available for pickup at the Department.

PACKING:

Pack suitably per shipping container.

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to: eric.williams@dla.mil and carsten.fries@navy.mil- The subject line of this message shall be Distribution Notice for Jacket 409-624, Req. No. 9-210064G. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

Deliver 1 DVD, containing a MOBI file and e-Pub format plus all furnished material to: Navy History and Heritage Command, Bldg. 36, suite 316, 720 Kennon Street, SE, Washington Navy Yard, Washington, DC 20374 Primary Contact: Carsten Fries, 202-433-3902.

All expenses incidental to submitting proofs, furnishing samples and returning materials, must be borne by the contractor.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

DIGITAL CONVERSION ATTRIBUTES:

Attribute	Specified Standard
Converted e-book files, per file 100% accuracy rate; with no valid errors.	EpubCheck 1.0.5 or later version.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

Attachment(s): Attachment(s) is/are part of the specification, click 'Download Attachment(s)' link below to view and print the attachments that are part of these specifications.

Download Attachment(s): <http://contractorconnection.gpo.gov/download.aspx?Jacket=409624>